



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
EIGHTH ARMY WIGHTMAN NCO ACADEMY  
CAMP JACKSON, KOREA  
UNIT #15351  
APO AP 96258-5351

EAHC-NCOA

31 May 2013

## MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #6, Pass and Leave

### 1. Policies:

a. Passes and leaves are only granted IAW AR 600-8-10. The Commandant is the final approving authority for any passes or leaves.

#### b. Passes:

(1) A three-day pass period does not exceed 72 hours and must include one duty day. This period will normally begin at the end of working hours and end with start of working hours on the third day.

(2) A four-day pass period does not exceed 96 hours and must include at least two consecutive non-duty days. This period starts at the end of working hours and ends with start of working hours on the fourth day.

(3) At the end of the pass period, Soldiers will be on post, at their place of duty or in location from which they regularly commute to work. Soldiers whose pass status is terminated are in an "available-for-duty" status.

(4) Under no circumstances are passes granted in conjunction with leave, extended by holidays or used in succession, immediately after return to duty.

#### c. Leaves:

(1) The annual leave policy is designated to provide maximum opportunity for all Soldiers to take leave. Leave is granted within the constraints of operational military requirements.

(2) Leave is granted only upon request of the Soldier concerned. Normal leave period will not exceed 30 days. Leave in excess of 30 days must be approved by a LTC/05 or above. Advance leave in excess of 14 days will not be approved.

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(3) Environmental Morale Leave (EML) is normally taken during your fifth cycle or during cycle breaks. The Commandant can grant exceptions to this.

(4) The Commandant is the approving authority for extensions. The Deputy Commandant or 1SG can approve extensions if Red Cross confirms an emergency.

(5) Submit requests for leave a minimum of 15 days prior to leave start date.

(6) All SFC and above may sign out/in telephonically with the SDNCO. All Staff Sergeants and below will sign out/in in person with the SDNCO. All Soldiers must be present to sign out on PCS leave.

(7) It is your responsibility to return to your place of duty by 2400 of the last day of authorized leave.

2. Procedures: All Soldiers are encouraged to use pass and leave. These are beneficial to health, morale, and motivation.

3. CONUS EML leave is only approved when the Soldier produces confirmation of a return flight to Korea.



DAVID L. MORGAN  
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Commandant